CITY OF TEMPE
Temporary Employment Opportunity

Temporary RFID Tagging Technician
City of Tempe / Tempe Public Library

Opening Date: December 7, 2015

Closing Date: When needs of the City are met.

Hourly Wage: $9.00 per hour

Work Schedule: Maximum of 19.5 hours per week. Morning and evening shifts available.
Hours vary between:
- 8:15 AM – 8:15 PM Mon thru Wed
- 8:15 AM – 5:15 PM Thurs – Sat
- & 11:15 AM – 5:15 PM Sun

This is a Temporary Non-Benefitted position, not to exceed 6 months in duration.

Experience & Training:

- Proficience in manual tasks.
- Proficience in computer data entry.
- Experience working in a library environment preferred.
- Experience working with library RFID conversions preferred.
- Experience working with inventory in a retail or other business environment preferred.

Essential Job Functions:

- Affix RFID tags to library materials using RFID conversion equipment.
- Perform detailed manual work correctly and in a timely manner.
- Follow assigned materials handling procedures.
- Operate equipment safely and in accordance with approved procedures.
- Shelve library materials according to established filing systems.

Required Skills:

- Ability to perform routine and repetitive tasks with a high level of accuracy.
- Ability to stand for up to 4 hours at a time.
- Ability to lift, move, and shelve books and other library materials.
- Ability to push rolling carts of books and other equipment.
- Attention to quality and detail.
- Strong organizational skills.
- Professional attitude and behavior when working around library staff and patrons.

Applicant Requirement:

- Fill out and submit employment application http://www.tempe.gov/city-hall/community-services/tempe-public-library/about-us-contact-us/employment.
- Requires successful completion of application process.
- Completion of background investigation and verification of identity/work authorization.

SUBMIT APPLICATION TO:
Tempe Public Library
3500 S. Rural Road
Tempe, Arizona 85282

For questions, please contact:

Shauna Winters / Materials Management Supervisor
(480) 350-5324
shauna_winters@tempe.gov

An equal opportunity/reasonable accommodation employer